



Edgeborough

Part of the Charterhouse family of schools

Information Pack

**Head of Digital Education
Starting September 2024**

Head of Digital Education at Edgeborough

The Digital Education Department

Edgeborough boasts a well-resourced IT department, creating an engaging and creative atmosphere for students. From robust programming, Microsoft education and AI lessons to a wide array of clubs and activities, we ensure a rich and engaging educational experience. We are a Microsoft 365 school and, additionally, from Year 6 to Year 8, each pupil is equipped with an iPad device, facilitating seamless integration of technology into their learning journey and fostering digital literacy skills essential for the modern world. The Head of Digital Education will collaborate closely with our dedicated Network Manager to uphold excellence in digital education throughout the school. By fostering a strong partnership, we aim to maintain high standards and provide seamless technological support for our students and staff alike.

Basic purpose of the Job

Edgeborough School is seeking a highly motivated, passionate, and qualified Head of Digital Education to inspire children in our nurturing, caring and collaborative Prep Department, teaching across Years 3-8. Applications will be welcomed from qualified teachers, or a professional interested in entering the teaching profession.

The successful candidate will be welcomed into a highly collaborative partnership with our Network Manager, driving our strategic direction for digital education across the school. They will also have the opportunity to build on our successful programme of extra-curricular opportunities, reviewing and refining our offering for a modern Prep School.

The School

Edgeborough is an outstanding co-educational Preparatory School with approximately 380 pupils aged between 2 and 13. The School was founded in 1906 as a small, privately owned boarding school for boys and was registered as a charitable trust in 1966. The School became co-educational in 1992. The Pre- Prep and Nursery have been added subsequently.

The School is set in 50 acres of beautiful, rolling Surrey countryside in Frensham. It is extremely well resourced both in terms of buildings and staff. Facilities include a Sports Hall, Theatre, Music, Art, DT and Dance studios, state of the art Science and ICT facilities, Swimming Pool, an outstanding Boarding House and a large Astro-turf.

Edgeborough joined the Charterhouse family in 2021. This sees the schools embark on a new and exciting journey of increased opportunities for staff and pupils alike.

THE ROLE - OVERALL PURPOSE

The Head of Digital Education is responsible to the Deputy Head, Academic.

Our new Head of Digital Education should have great talent and flair, and should expect to:

Main Responsibilities:

- Responsibility for teaching Digital Education to all pupils from Year 3 to Year 8.
- Develop excellence in digital literacy skills, encouraging participation from pupils of all ages and abilities.
- Responsibility for delivering extra-curricular digital education opportunities for all pupils from Year 3 to Year 8, providing opportunities before school, during lunch and after school.
- Accompanying pupils to competitions and events.
- Work closely with the Deputy Head, Academic, for the planning, growth and overall strategic development of Digital Education at Edgeborough, within and beyond the curriculum.
- Generate and foster a genuine love of Digital Education among all pupils.
- Be an inspirational and dynamic leader within the department.
- Manage and lead on the use of Microsoft teams.
- Support the development and maintenance of a clear strategic plan for Digital Education at Edgeborough.
- Guide the school in the development and implementation of Artificial Intelligence in education.
- Ensure that those with a talent in this area of the curriculum are identified, supported and driven to

achieve highly.

- Proactively look to further develop the existing relationships with the ICT and Digital Education departments at Senior schools.
- Represent Edgeborough School at relevant association conferences and meetings.
- Manage and maintain teaching areas and equipment to facilitate stimulating learning environments which make effective use of available resources.
- Ensure that resources are accurately recorded, well cared for and economically used.
- Attend department and Full Staff meetings as required.
- Attend termly IT Strategy meetings with Deputy Head Academic, Bursar and Network Manager
- Mentor staff as requested.
- Identify and request attendance at appropriate and targeted CPD opportunities in line with the School's development objectives.
- Be an outstanding and effective communicator.
- Enjoy the parent-school interface, and seek to build excellent relationships with parents through in-person and written communication.

The teacher shall carry out the professional duties of a school teacher under the direction of the Head, and these shall include:

- Planning and preparing engaging and well-differentiated lessons in accordance with the aims and objectives of the school and the programme of study.
- Teaching the pupils assigned to each class and being responsible for the welfare of the children for the time of the lesson.
- Ensure appropriate use of the resources available to you to promote pupil progress and well-being, include Teaching Assistants, the LEAP department and the School Listener.
- Maintaining good order and discipline amongst the pupils and safeguarding their health and safety whilst they are under your supervision.
- Assessing, recording and reporting on the development, progress and attainment of pupils in accordance with procedures laid down.
- Liaising with colleagues to ensure continuity of teaching and learning in each class.
- Assisting in the supervision of pupils before during and after school, as directed by the leadership team.
- To be responsible during a fire alarm for the supervision of the pupils of any class they are teaching out of the buildings and their subsequent registration.
- To be responsible for the organization and supervision of pupils during relevant school trips in the manner laid out in the staff handbook.
- Participating in any meetings affecting the school and its pupils as appropriate.
- Maintaining resources and displays in an ordered way and to a high standard.
- Participating in training, professional development and appraisal.

Other Responsibilities:

- Adhere to the policies of the school, in particular policies relating to the safeguarding of children;
- Provide guidance and advice to pupils on educational and social matters;
- Undertake wider staff responsibilities, including covering of lessons and staff duties, as required;
- Contribute fully to the wider life of the school, including but not limited to evening and weekend co-curricular activities, the sporting fixture programme, and boarding life at Edgeborough.

All staff are required to play their full part in the effective and efficient running of the school. This would include:

- Supervision duties
- Carrying out any other duties which may be reasonably required by the Head
- Stay informed about events, general school organization and staff discussions by reading the minutes from whole school meetings and notices posted on electronic whole-school platforms.
- Take part in events that may be during the evenings or, occasionally, at weekends, within reason.
- Have a good working knowledge of whole school policies and aims.
- Promote the ethos, good name and reputation of the school at all times.
- Any other reasonable request made by the Department Head, Deputy Head or Head.

PERSON SPECIFICATION

Relevant Experience/Knowledge & Technical Competencies:

ESSENTIAL

- Full working knowledge of relevant policies/codes of practice/legislation (i.e. statutory requirements concerning Equal Opportunities, Health & Safety, SEND and Child Protection).
- The desire, energy and capability to be an outstanding and inspiring teacher.
- An understanding of children and an ability to respond to their interests, learning needs and individual characters.
- The ability to relate well to children and adults, and to build positive working relationships.
- An understanding of classroom roles and responsibilities.
- Confidence and competence when managing the learning and behaviour of an individual, a small or large group, or whole class.
- Ability to develop high quality, engaging and learning-rich learning resources, activities and experiences.

Qualifications

ESSENTIAL

- Degree or equivalent relevant to the teaching aspects of the role or ICT Professional
- Strong Numeracy and Literacy skills (GCSE)

DESIRABLE

Qualified Teacher Status

Personal Competencies / Skills – possess:

- An effective team player who works collaboratively and effectively with others.
- Excellent interpersonal skills, communicating (verbally and in writing) effectively to a range of audiences.
- Warmth, sensitivity, kindness and respect to all, especially the children.

APPLICATIONS

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your CV.

The link to our vacancies is <https://www.edgeborough.co.uk/work-for-us/>

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Edgeborough education provided to pupils in our global and multi-cultural environment.
Join us now to be a part of it.

The closing date for applications is 12.00pm 6 May 2024

Interviews are scheduled to take place on 13 May 2024

Prospective applicants would be welcome to request an initial discussion about the role, by emailing jhendriksen@edgeborough.co.uk with their contact details.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.